

**UNITED STATES COURT OF APPEALS
FOR THE FIRST CIRCUIT
CLERK'S OFFICE**

Operations Analyst

Job Announcement: #26-15

Position Type: Full-time, Permanent

Location: Court of Appeals Clerk's Office
John J. Moakley U.S. Courthouse, Boston, MA

Salary: CL 26 - 27 (\$61,581 - \$109,971) per annum
Depending on qualifications and experience
Potential for future promotion to CL 28 (\$81,074 - \$131,826)

Closing Date: Open until filled. Preference will be given to complete applications received by July 20, 2026.

Organization: The Clerk's Office for the United States Court of Appeals for the First Circuit seeks applications for the position of Operations Analyst. The United States Court of Appeals for the First Circuit is the court of review for decisions by the district courts within the First Circuit, which includes the Districts of Maine, Massachusetts, New Hampshire, Rhode Island, and Puerto Rico. The Court also reviews decisions by federal administrative agencies, the United States Tax Court, and the Bankruptcy Appellate Panel. The Court of Appeals consists of six authorized Circuit Judges, five Senior Circuit Judges, and approximately 29 Clerk's Office Staff.

Duties and Responsibilities: The incumbent will provide a variety of functions, including technical case management duties, such as: act as a resource for case management issues and answer technical questions for internal and external users related to docketing; develop and implement case management training and draft procedural manuals for docketing; provide CM/ECF Help Desk services; manage systems administration in eVoucher; recommend improvement of work processes and operating methods; coordinate testing of new operational system functions and releases; liaise with the IT Department on case management related issues; communicate with the IT Department and management regarding case management system updates and make policy and procedural recommendations; provide knowledge and assistance in developing and implementing procedures needed to ensure continuous improvement in the office's operational functions; manage statistical reporting; review and process attorney admission applications and requests for electronic filing access; and perform other duties as assigned.

Special Notice: This job is a hybrid position, with telework available and some in-person training and regular work at the Moakley Courthouse required.

Qualifications: Applicants must have two years of specialized experience to qualify for the Operations Analyst position. A bachelor's degree is preferred.

Specialized experience is defined as experience obtained in a court or related legal field which demonstrates the knowledge and skills needed to perform the duties of the position, and to apply a body of rules, regulations, directives, or laws. Candidates must possess an understanding of the operational processes in a court environment. Experience in extracting and analyzing information from databases and identifying deficiencies is essential. Candidates must also possess: proficiency with Microsoft Office applications and other computer skills; ability to communicate effectively, both orally and in writing, with a wide variety of people; excellent attention to detail; and demonstrated ability to work as a team member to achieve a common goal.

Knowledge of the federal courts CM/ECF database, experience with developing and presenting training materials, and fluency in Spanish are preferred.

Benefits: Federal benefits for this position include paid vacation and sick leave, health benefits, life insurance, retirement benefits, and flexible benefits programs. Federal Judiciary employees are eligible to participate in the Public Service Loan Forgiveness (PSLF) Program. Further details regarding benefits can be found here:

<https://www.uscourts.gov/careers/benefits>

Background Check: The successful candidate is subject to a background check or investigation, which includes an FBI fingerprint check, as a condition of employment. Employee retention depends upon a favorable suitability determination.

How to Apply: Submit the following documents: (1) cover letter, (2) resume, and (3) a signed and completed AO-78, Application for Federal Judicial Branch Employment (version dated 5/24) to:

Zuleen Nova
Executive Assistant
U.S. Court of Appeals for the First Circuit
John Joseph Moakley U.S. Courthouse
1 Courthouse Way, Suite 2500
Boston, MA 02210

Complete applications will also be accepted via email, **in pdf format only**, to: cjobs@ca1.uscourts.gov
The application form (AO-78) is available at [AO_078-08-2024.pdf \(uscourts.gov\)](#) The AO-78 must be signed and filled out completely. Attaching a resume in lieu of the AO-78 or answering the questions on the AO-78 by simply referencing an attached resume is not sufficient. If the AO-78 is filled out electronically and submitted by email, the fillable form must be resaved and submitted as a non-fillable pdf before submission; otherwise the form will appear blank.

Note: Applications that do not include all requested information will be deemed incomplete and will not be considered.

Additional Conditions of Employment:

An applicant must be a United States citizen or permanently eligible to work in the United States. The Federal Financial Management Reform Act requires direct deposit of federal wages. All court employees are required to adhere to a Code of Conduct. Successful completion of a six-month probationary period is required. All Court of Appeals employees are "*at will*" employees and serve at the pleasure of the Court. The Court will only communicate with those qualified individuals who will be invited for an interview. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, either of which may occur without prior written or other notice. If a subsequent vacancy of the same or similar characteristics to this position becomes available within a reasonable time of the original announcement, the Court may elect to select a candidate from the original qualified applicant pool.

NO FAXES PLEASE

EQUAL OPPORTUNITY EMPLOYER